

**Broome Country Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes – 06.08.23

**Members Present:** Jeffri Boisvert, Katie Bowers, Al Buyck, Vikki Collazo, Peter DeWind, Jennifer Embree (remote), Charmian Foster, JoAnne Hanrahan, Jill Kissick-Castro, Kate Miller-Corcoran (remote)

**Also Present:** Josias Bartram, Jennifer Church, Michelle Ford, Judd Karlman, Sherry Kowalski, Maureen Lee, Jackie Nabinger, Kathleen Shores, Jillian Santacrose - WBNG

**Call to Order:** J. Hanrahan called the meeting to order at 5:33pm on Thursday, June 8<sup>th</sup>, 2023.

**Public Comments:** Maureen Lee, a member of the public, has made comment regarding her belief that the LGBTQ+ programming is being given unfair prioritization over other groups, such as for the homeless, and other groups served by the library. She believes that LGBTQ+ groups are offensive to families and the wider Christian community. She also believes that LGBTQ+ programs should never happen at the library and that the library is ordering pornography for the children's collection. She states that she will not return to the library until all LGBTQ+ programs are ended.

Public comments were closed at 5:38 with no further comments from the public.

**Amendments to the Agenda:** None

**Minutes of Last Board Meeting:** Motion to approve the minutes from the previous meeting was made by A. Buyck, and seconded by J. Kissick-Castro. Passed unanimously.

**New Appointments:** No appointments and resignations.

**New Business:**

*Executive Committee Recommendation*

It is the recommendation of the executive committee to allow J. Boisvert to continue serving on the board of trustees. Motion to approve this decision was made by K. Bowers, and seconded by C. Foster. Passed unanimously.

*Staff Survey and Administration Response*

J. Bartram spoke of the continued need for a staff ad-hoc committee due to that staff feeling deprioritized. He recommends giving more priority to staff feedback and needs, especially given the difficulties of working in a public library, in general, in addition to the added stress generated by the COVID pandemic. Staff would like to give more input and would like to be asked directly for their perspective regarding substantial changes. He wishes to focus on the things we can control in the immediate future, such as addressing the need of a break room; a place for staff to gather and socialize that is comfortable and separate from the public. Security is also an issue, but there are conflicting opinions amongst staff and no clear consensus regarding the desired outcome.

J. Bartram mentioned his need to be more transparent and broaden communication, not only about future plans, but about the reasoning informing how attendees for various meetings are selected.

He states that it is the opinion of staff that the Board processes seem very opaque. He expressed a desire to have talks surrounding how administration and the board work as well as clarifying the process of addressing concerns as they arise.

#### *Staff Statement*

J. Nabinger made a statement on behalf of the library staff. The staff recognizes that some feedback is received and they want to provide additional feedback on workflow revolving around the building. She emphasized the lack of a staff break room and the resulting lack of opportunities from cross-departmental conversations as well as a lack of space for private conversations and phone calls. Staff has felt denied space in the library and believes outside partners are given more priority in space allocation.

J. Hanrahan has mentioned working with J. Bartram to rectify the situation around the staff break room.

J. Boisvert stated that he is unhappy with the board perception of being opaque and mentioned the desire for more open staff feedback.

J. Hanrahan mentioned her appreciation for the staff responses and for giving the board a chance to address issues.

J. Bartram demanded that the board meeting minutes be delivered to him as soon as possible, so that he could have them available for a staff meeting on Monday.

K. Shores mentioned that more staff wants to be included more, but they're overworked and it's hard to find time to contribute in this manner.

J. Bartram stated that he is working with S. Kowalski to reduce old processes that create additional work and streamline said processes to reduce the workload of the staff, as well as assessing areas where the staff might be overextended.

J. Hanrahan mentioned that the board should work to be available to staff based on staff availability to accommodate their limited time.

J. Bartram made a comment that the staff training days are the only times that staff can get together as a whole and that staff meeting times are a challenge due to scheduling and library hours.

#### *2024 Budget Review*

J. Bartram discussed the formatting of the budget and his revision of county formatting for budget information. He mentions that the library is primarily government funded and that local revenue is much, much smaller by comparison, but this operating budget does not include the contribution of the Friends or grants. There have been changes to the income lines pertaining to vending and copy machines. J. Bartram mentioned the process of budget descriptions and justification of the projections that he provides to the county.

The largest new projected expenses are full-time staff salary additions; such as new staff member in Youth Services and a Library Assistant position. There is a plan to attempt to convert the county Deputy Historian position into staff hours for the library to provide coverage at the Local History desk. He also plans to request an upgrade of a custodian position to custodial supervisor position so that the library

has someone to manage all custodial work at the library. Other increases are based on the coming increase to minimum wage and the resultant upward motion of the salaries of all other positions as well. He is adding a temporary position for a PT library clerk.

The library's contractual expenses are mostly driven by inflation. Budgeting for 3% increases, if direct numbers aren't available.

J. Hanrahan mentioned the renewed and very positive relationship with the Department of Public Works (DPW), who have offered impressive assistance to the library.

J. Bartram mentioned that the library is not requesting any additional funds for improvements since we have a large amount of funds already pending for construction.

A motion to approve the budget made was by A. Buyck and second by J. Kissick-Castro. Passed unanimously.

**Old Business:**

J. Bartram spoke about the current frustrations surrounding construction. The bathrooms are essentially on hold and may now have to go to bid to move forward. The replacement of the front doors is waiting on the county for progress and the library is not ADA compliant until they are replaced.

J. Kissick-Castro mentioned that the board Diversity, Equity, and Inclusion subcommittee has met and updated the DEI plan. She also mentioned getting feedback from the staff in regards to our direction moving forward.

The Board has been requested to provide a statement to the media, who was present at the meeting. J. Church mentioned that the county executive's office should be informed. Media is allowed to be present so long as they are not harassing patrons of the library.

J. Bartram will reach out with the media statement.

Motion to adjourn made by A. Buyck, seconded by V. Collazo. Passed unanimously.

**Meeting ended at 6:52pm.**

*Respectfully submitted,  
Jeffrey Boisvert*